

Training Accreditation Council

Cancellation of a Qualification

The Training Accreditation Council (the Council) acknowledges that Western Australian Registered Training Organisations (RTOs) have made a significant commitment to establishing and maintaining their obligations under the Vocational Education and Training Act 1996 (VET Act). However, from time to time the Council may be required to cancel a qualification if it is satisfied that an RTO has by mistake or on the basis of false or misleading information or in contravention of the Act issued a qualification.

This application form is to be completed if an RTO wishes to request that the Council cancel a qualification. For further information please refer to the Council's Policy and Procedure for the Cancellation of a Qualification located at www.tac.wa.gov.au.

Note: this form should be completed and signed prior to lodging with the Training Accreditation Council Secretariat. The form can be submitted by mail, facsimile, email or in person.

Details of Registered Training Organisation

RTO Name:	
Legally Responsible Officer:	
Phone:	
Email:	

Student and Qualification Details

Student's name:	
Student's contact details:	
Qualification/unit of competency/accredited course:	

Reason for Cancellation

<input type="checkbox"/>	Issued by mistake or on the basis of false or misleading information
<input type="checkbox"/>	Issued in contravention of the <i>Vocational Education and Training Act 1996 (VET Act)</i>

Cancellation Request Details

Please provide a clear explanation of the situation and the details of any action/investigation undertaken by the RTO.

Please attach any relevant documents, including any relevant student records (eg enrolment details, training and assessment strategy, judgement sheet).

Declaration

I have read and understood the Cancellation of Qualifications Policy and Procedure and associated processes located at www.tac.wa.gov.au. I declare that the evidence and information provided by me is, to the best of my knowledge true and correct.

Legally Responsible Officer Signature:

Date:

Print Name:

What happens next?

- Within five (5) working days of the TAC Secretariat receiving your form you will receive a formal acknowledgement of your request.
- We will advise you of the outcome of your request within a reasonable period of time, in writing.